

DIRECTOR OF BUDGET AND MANAGEMENT

Y016
Exempt
JG
KJL/hh

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing and organizing a financial plan for the operation of a County government. This is an important financial position in the County government entailing the direction, preparation, and review of departmental budgets for the preparation of a financial plan for the operation of the County fiscal program covering both the operating budget and capital expenditures provisions. Work is performed in accordance with Charter and Administrative Code provisions and under the general direction of the County Executive. The work calls for a high degree of leadership and the ability to coordinate and integrate activities into a unified plan. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and organizes a financial plan for the operation of a County government covering an executive budget, capital expenditure program and an efficiency program;
Establishes various methods and procedures to implement programs;
Issues policy statements to departments as a guide in the preparation of their budgets;
Schedules the various steps in preparation, review and control of budget requests;
Directs the investigation and analysis of departmental operations to determine budgetary needs and makes final determinations concerning budgetary needs of departments;
Holds budget hearings on departmental requests and confers with officials;
In conjunction with department heads, plans and administers the County capital expenditure program;
Controls the operation of County budget through reports and examination of records;
Supervises the work of a staff in reviewing requests, analyzing departmental operations, controlling budget, and preparation of reports;
Assists the County Executive in the preparation of Budget Message and financial reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of modern public budgeting; thorough knowledge of the status and regulations governing budgeting in Erie County; good knowledge of the organization and operation of County departments; ability to analyze significant trends in department operations; ability to prepare complex financial reports and exhibits; administrative ability; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business or Public Administration, Political Science, Economics or Engineering with ten (10) years of full-time paid experience in financial administration, business organization and methods programs, governmental budgeting or closely related field, five (5) years of which were in a supervisory capacity; or:

B) Completion of a Master's degree program with nine (9) years of experience as balanced against above requirements; or:

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

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